Santa Ana Unified School District
Technology Goals & Benchmarks - Grade 2 Checklist
This check list is a MS Word form.
Click in the gray areas to type text. Click in the boxes to make x's.

Last Name_____ First Name _____ ID # _____

Teacher: _____ School:_____

Goals	Benchmarks	Date Mastered
Goal 1: Demonstrate basic computer skills.	☐ Name, save, and retrieve a document	
	☐ Print a document	
Goal 2: Use painting and drawing tools.	☐ Select(highlight) a graphic	
	☐ Move a graphic to another location on the screen	
	☐ Change the size or shape of a graphic using the edge handles	
Goal 3: Understands and can use the Internet.	☐ Start a browser	
	☐ Navigate both forward and backwards in a web site	
	☐ Go to a web page given it's URL	
Goal 4: Use developmentally appropriate keyboard skills.	☐ Identify and use the punctuation and special symbol keys	
Goal 5: Demonstrate word processing skills**.**	☐ Move the cursor	
	☐ Highlight one or more words	
	☐ Enter and delete text	
	☐ Insert clipart or graphic into a document	
	☐ Save & open saved word processing files	
Goal 6: Design and create multimedia projects using a variety of sources.	☐ Create a multiple screen project that contains graphics, text, and sound	
Goal 10: Demonstrate the use of desktop publishing fundamentals	☐ Word process and illustrate a paragraph	

Note: No benchmarks for Goals 7-9 for this grade level.